



## EXAM #T1883 TEST FOR CLERICAL ABILITIES (TCA)

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**FIRST DATE TO APPLY:** August 21, 1998

**LAST DATE:** Open

**TEST DESCRIPTION:** The Test for Clerical Abilities (TCA) is a pass/fail, multiple-choice written test which assesses the skills that are essential for satisfactory performance in a variety of clerical positions. Once you achieve a passing score on the TCA, you will be qualified to apply for specific clerical positions such as those listed below, as long as you meet all other minimum requirements listed on the announcement for the specific position. Positions may be added or deleted, as necessary.

**CLERICAL ASSISTANT I**  
**CLERICAL ASSISTANT II**

**\*DISABILITY SERVICES ASSISTANT**  
**(WORD PROCESSING OPERATOR)**

**POLICE CLERK**  
**TEST MONITOR I**  
**TEST MONITOR II**

NOTE: SINCE APPLICATION PERIODS FOR THE ABOVE POSITIONS WILL VARY, CALL THE CITY OF SAN DIEGO 24-HOUR JOBLINE (619) 682-1011 FOR CURRENT INFORMATION. YOU MAY APPLY FOR EACH POSITION ONLY DURING THE ANNOUNCED APPLICATION PERIOD.

### TCA APPLICATION PROCESS:

#### REQUIREMENTS:

AGE: Minimum age for applicants is 18 years, except for high school graduates who are 17 years.  
GENERAL: You must be a U.S. Citizen or have the legal right to work in the United States.

#### TO APPLY:

If you meet the requirements stated above and want to obtain a TCA Written Test Appointment Notice, you must submit a self-addressed, stamped business size (9 1/2" X 4") envelope with first class postage, and the letters "TCA" printed in the lower left hand corner. To submit the self-addressed, stamped envelope BY MAIL, you should enclose it in another envelope addressed to:

CITY OF SAN DIEGO JOBS (TCA)  
1200 THIRD AVENUE, SUITE 300  
SAN DIEGO, CA 92101

If you want to submit the self-addressed stamped envelope IN PERSON, you may drop it off at the City of San Diego Employment Information Center in the Civic Center Plaza Building located downtown at 1200 Third Avenue, Suite 101 (West side of building) on MONDAY, WEDNESDAY or FRIDAY, between 8:00 a.m. and 5:00 p.m. On TUESDAY and THURSDAY, you may deposit the envelope in the application drop box located in the Personnel Department Lobby on the third floor of the Civic Center Plaza Building. **IT IS YOUR RESPONSIBILITY TO NOTIFY THE PERSONNEL DEPARTMENT OF ANY CHANGE OF YOUR ADDRESS. The City is not responsible for lost or undelivered mail.**

NOTE: YOU CANNOT OBTAIN A TCA WRITTEN TEST APPOINTMENT NOTICE DIRECTLY FROM THE EMPLOYMENT INFORMATION CENTER - THEY ARE SENT ONLY BY MAIL. In all cases, your self-addressed, stamped envelope must have the proper postage to receive your Written Test Appointment Notice.

**TCA WRITTEN TEST APPOINTMENT NOTICE:** The Test for Clerical Abilities will be given periodically throughout the year, and applicants will be mailed the TCA Written Test Appointment Notice on a "first-come, first-served" basis. Application materials will be completed at the time of the Written Test. All requirements and conditions must be met at time of application, unless otherwise stated.

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### RE-EXAMINATION ELIGIBILITY FOR THE TCA:

1. If you **PASS** or have previously taken and passed the TCA, you do not have to retest to be qualified for the positions listed. Once you have passed a TCA examination you are not eligible to retake the test.
2. If you **FAIL** the TCA, you may reapply six months after the date of your most recent test date for TCA.

**EXAMINATION CONTENT:** The Test for Clerical Abilities is a general aptitude test and does not require any specific technical knowledge. All the information needed to complete the multiple-choice items will be provided on the test which may include the following factors: **Oral Directions:** Ability to recall information presented orally. **Reasoning/Logical Thinking:** Ability to choose an appropriate course of action on the basis of established policies and guidelines. **Reading Comprehension:** Ability to read and comprehend narrative information. **Forms Completion:** Ability to accurately record information on forms and records in accordance with established standards. **Interpersonal Skills:** The ability to interact with others to facilitate cooperation in stressful or other situations. **Written Communication Skills:** Knowledge of the fundamentals of English usage, including grammar, spelling, punctuation, and syntax.

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